



County of Los Angeles CHIEF EXECUTIVE OFFICE

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Chief Executive Officer

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July 29, 2010

To: Supervisor Gloria Molina, Chair
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

DEPARTMENT OF REGIONAL PLANNING - REPORT ON REDUCTION OF HOURS AT ONE-STOP PERMIT FIELD OFFICES THROUGHOUT THE COUNTY

On June 29, 2010, your Board instructed the Chief Executive Office (CEO) to report back on the email notification from the Department of Regional Planning (DRP) indicating a reduction in hours at one-stop permit field offices throughout Los Angeles County, and how the hours can be restored.

The DRP Field Office Section is responsible for providing essential local planning services directly to the public via nine field offices located in all five Supervisorial Districts. The field offices are co-located with Department of Public Works (DPW) Building and Safety staff and serve as "one-stop" permit centers for non-subdivision applications. Field office staff responds directly to public inquiries and processes various planning applications and fees, thereby streamlining the permit process. Field offices serve as a valuable resource to the local communities and provide direct, easy access to local planning services.

Background

On June 28, 2010, DRP notified your Board via email that due to a critical staffing shortage in the Field Offices Section and the termination of the 120-day retiree program, they would be reducing hours in six of the nine field offices effective July 6, 2010 (Attachment I). The critical staffing shortage cited by DRP is due to the loss of two field

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office planners (one due to discharge in January 2010 and the second who was called to active military duty in June 2010) and the scheduled release of a 120-day retiree in June 2010. DRP has attempted to maintain service hours by temporarily reassigning planners from other sections; however, it was determined that this short-term remedy is not feasible as it results in adverse impacts to productivity. DRP ultimately determined that field office hours would need to be reduced until such time that an alternative solution was identified.

Current Status

DRP has identified short-term and long-term actions to restore field office service hours. The short-term effort includes reinstatement of a 120-day retiree to restore field office hours effective August 9, 2010, in all field office locations with the exception of Lomita and East Los Angeles. Lomita will remain closed due to a lack of caseload, while East Los Angeles will remain closed on Tuesdays due to the inability of DRP to temporarily reassign existing planners to the field office.

The long-term effort, with the goal of restoring hours at East Los Angeles, includes the administration of a Regional Planning Assistant II examination to backfill the vacant planner positions. DRP is currently working with the Department of Human Resources on the examination and expects the process to be completed in October 2010. Given the examination timeline, DRP anticipates full office hour restoration prior to the end of calendar year 2010.

If you have any questions or require additional information, please contact me or your staff may contact Rochelle Goff at (213) 893-1217, or via email at rgoff@ceo.lacounty.gov.

WTF:BC:RG
AB:kd

Attachment

c: Executive Office, Board of Supervisors
County Counsel
Regional Planning



LOS ANGELES COUNTY DEPARTMENT OF REGIONAL PLANNING



FIELD OFFICES

LOCATION	PLANNER AND OFFICE HOURS	REDUCTION IN AVAILABLE HOURS
<u>Antelope Valley</u> 335A East Avenue K-6 Lancaster, CA 93535 (661) 723-4475	Monday, Tuesday, Wednesday, Friday 8:00 a.m. – 12:00 p.m., 1:00 p.m. – 4:30 p.m. Thursday 8:00 a.m. – 12:00 p.m.	No Change
<u>Calabasas / Malibu</u> 26600 Agoura Road Calabasas, CA 91302 (818) 880-3799	Tuesday through Thursday 7:00 a.m. – 11:00 a.m.	4.0 (Mon) <i>Restored w/ 120-day retiree</i>
<u>East Los Angeles</u> 4801 East Third Street Los Angeles, CA 90022 (323) 881-7057	Monday and Wednesday 8:00 a.m. – 12:00 p.m., 1:00 p.m. – 4:30 p.m. Thursday 8:00 a.m. -12:00 p.m.	7.0 (Tue)
<u>La Puente</u> 16005 E. Central Avenue La Puente, CA 91744 (213) 974-6393	Tuesday 8:00 a.m. – 12:00 p.m., 1:00 p.m. – 4:30 p.m.	No Change
<u>Lomita</u> 24320 S. Narbonne Avenue Lomita, CA 90717 (213) 974-6393	<i>Eliminated due to lack of public demand for planning services.</i>	4.0 (Thurs) <i>Eliminated</i>
<u>San Gabriel Valley</u> 125 S. Baldwin Avenue Arcadia, CA 91007 (213) 974-6393	Monday 8:00 a.m. – 12:00 p.m., 1:00 p.m. – 4:30 p.m. Wednesday and Thursday 8:00 a.m. – 12:00 p.m.	3.5 (Wed) <i>Restored w/ 120-day retiree</i>
<u>Santa Clarita</u> 23757 Valencia Boulevard Valencia, CA 91355 (661) 222-2570	Tuesday and Wednesday 8:00 a.m. – 12:00 p.m., 1:00 p.m. – 4:30 p.m.	4.0 (Thurs) <i>Restored w/ 120-day retiree</i>
<u>South Whittier</u> 13523 Telegraph Road Whittier, CA 90605 (213) 974-6393	Tuesday 8:00 a.m. – 12:00 p.m., 1:00 p.m. – 4:30 p.m.	No Change
<u>Southwest</u> 1320 W. Imperial Hwy Los Angeles, CA 90045 (323) 820-6500	Monday and Wednesday 8:00 a.m. – 12:00 p.m., 1:00 p.m. – 4:30 p.m.	No Change